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APPROVAL SIGNATURES		DATE
Louis Blazy (original signature on file)	IV&V Facility Director	02/28/00

REVISION HISTORY			
Rev No.	Description of Change	Author	Effective Date
Initial	Initial Release	Donna Ozburn IT/234	5/12/98
A	Content change in section 6.8	Donna Ozburn IT/234	7/24/98
B	Quality Records - format changes	Donna Ozburn IT/234	8/26/98
C	Reference document number corrections	Donna Ozburn IT/234	9/15/98
D	Quality Records Update	Donna Ozburn IT/234	1/28/99
E	Change to SLP due to IV&V receiving independent certification	Donna Ozburn IT/234	9/24/99
F	Due to reorg change approving titles. Add IVV Request for Purchase	Donna Ozburn IT/234	2/29/00

REFERENCE DOCUMENTS	
Document Number	Document Title
NPG 1441.1	NASA Records Retention Schedules Flowchart, (http://nodis.hq.nasa.gov/Library/Directives/NASA-WIDE/Procedures/Organization_and_Administration/N_PG_1441_1C.html)
	Federal Acquisition Regulations (FAR), (http://www.arnet.gov/far)
	NASA Federal Acquisition Regulation Supplement (NFS), (http://www.hq.nasa.gov/office/procurement/regs/nfstoc.htm)

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NPG 5600.2	NASA Guidance for Writing Statements of Work, (http://www.hq.nasa.gov/office/procurement/newreq1.htm)
NPG 5800.1	NASA Grant and Cooperative Agreement Handbook (http://ec.msfc.nasa.gov/hq/grcover.htm)
53.IT.0016	Control of Quality Records
JA WI-PON 07	Justification for Other than Full and Open Competition (JOFOC) Preparation and Approval
JA WI-PON 08	Preparation and Routing of Purchase Requests
53.IT.0009-4	Project Management

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1.0 Purpose

The purpose of this Systel Level Procedure (SLP) is to establish a consistent and documented method for ensuring acquired products and services conform to specified requirements at the NASA IV&V Facility

2.0 Scope

This SLP applies to all purchases/acquisitions of supplies and services required at the NASA IV&V Facility by NASA personnel subject to the Federal Acquisition Regulation. Grant or Cooperative Agreement awards issued in accordance with the Space Act or Federal Grant and Cooperative Agreement (also known as the Chiles Act) are not covered by this SLP.

3.0 Definitions

3.1 Contract Specialist


Government acquisition personnel designated by job series to perform contracting actions.

3.2 Contracting

Per FAR 2.101, contracting is defined as purchasing, renting, leasing, or otherwise obtaining supplies or services from nonfederal sources. Contracting includes description (but not determination) of supplies and services required, selection and solicitation of sources, preparation and award of contracts, and all phases of contract administration. It does not include making grants or cooperative agreements.

3.3 Contracting Officer

A contract specialist with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings (See FAR Part 2.101)

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3.4 Contracting Officer's Technical Representative (COTR)

A qualified government employee appointed by the Contracting Officer to act as technical representative in managing the technical aspects of a particular contract. If necessary, the CO may appoint an alternate COTR to act during short absences of the COTR. Technical organizations are responsible for ensuring that the individual they recommend to the CO possesses training, qualifications, and experience commensurate with the duties and responsibilities to be delegated and the nature of the contract. (See NFS 1842.270)

3.5 Contractor

Anyone providing goods or services under a contract.

3.6 Requisitioner


The person at the NASA IV&V Facility who prepares or is otherwise responsible for initiating the requirement.

3.7 Resource Management Office (RMO)

The personnel at the NASA IV&V Facility who are responsible for financial management of the NASA IV&V Facility.

3.8 Credit Card (also known as "Bankcard" or "Governmentwide commercial purchase card")

A purchase card issued to authorized agency personnel to use and to acquire and to pay for supplies and services. (See FAR 13.101)

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3.9 Grants or Cooperative Agreements

Per the NASA Grant and Cooperative Agreement Handbook, section 1260.12, a cooperative agreement shall be used as the legal instrument reflecting a relationship between NASA and a recipient whenever the principal purpose is the transfer of anything of value to the recipient to accomplish a public purpose of support or stimulation authorized by Federal statute. Grants are distinguished from contracts in that grants provide financial or other tangible assistance to the recipient to carry on a fairly autonomous research program. The difference between a cooperative agreement and a grant is that cooperative agreements anticipate substantial involvement between NASA and the recipient during performance of the contemplated activity.

3.10 Purchase Request

The document initiating a procurement of supplies or services.

3.11 Market Research

The collection and analysis of information about capabilities with the market to satisfy agency needs per FAR 2.101.

3.12 Statement of Work (SOW) or Specification

Description of Agency needs (See FAR/NFS Part 11).

3.13 Procurement Control Unit (PCU)

PCU is a combined activity composed of representatives of the ARC Acquisition and Financial Management Divisions. It serves three main purposes: (1) to expedite the flow of PRs, (2) to screen PRs on behalf of ARC management for compliance with regulations and policy, and (3) to determine and/or certify fund availability.

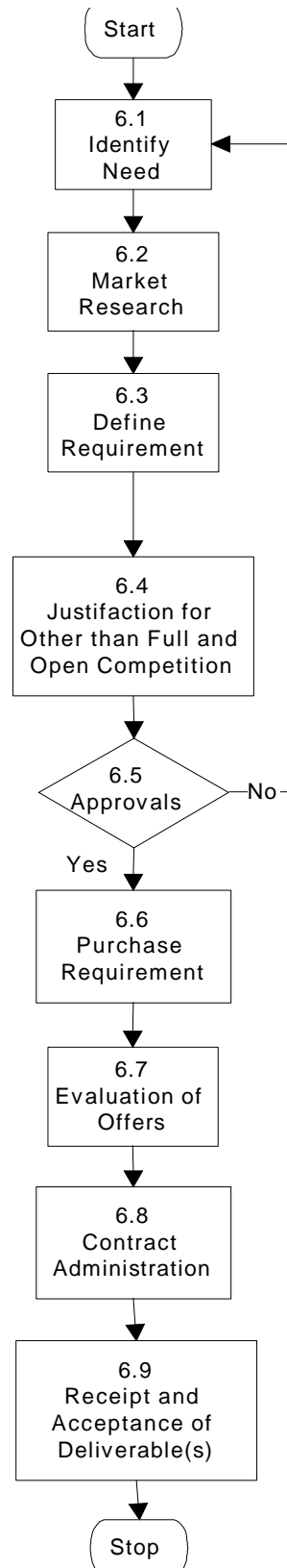



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4.0 Flowchart



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5.0 Responsibilities

Responsibilities are defined in Section 3.0 Definitions and in Section 6.0 Procedures of this SLP.

6.0 Procedure

6.1 Identify Need

The Requisitioner shall identify the need for goods or services.

6.2 Market Research


With the assistance of the CO and Contract Specialist, the Requisitioner shall conduct market research to arrive at the most suitable approach to acquiring, distributing, and supporting supplies and services, per FAR Part 10 and related provisions in the NASA Federal Acquisition Regulations Supplement (NFS).

6.3 Define Requirement

The requisitioner shall prepare initial SOW or Specification (FAR/NFS 11) and define evaluation criteria (FAR 15.605) as required. The SOW/Specification shall describe all minimum requirements of the purchase. Such requirements shall include any specific quality assurance or inspection provisions and define the type and extent of control to be exercised by the IV&V Facility over the contractor. Evaluation criteria shall include past performance.

6.4 Justification for Other than Full and Open Competition (JOFOC)

The Requisition shall prepare a JOFOC if there is only one known source for the supply or service (Reference JA WI-PON 04).

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6.5 Approvals

The Requisitioner shall complete the "IV&V Request for Purchase" (Form 1006, located at www.ivv.nasa.gov/iso9000) and submit requirement to the Deputy Director or Director of the IV&V Facility for approval.

If the required product or service is hardware or software related, the requirement must be approved by the Operations and Maintenance Lead.

After all approvals have been received, the Requisitioner shall submit the documentation, including, as required, a SOW, specifications, JOFOC, government cost estimate, or other descriptions of the work for the requirement to the NASA IV&V Facility's Resource Management Office (RMO). The RMO will review and approve all documentation.


6.6 Purchase Requirement

If the item is less than \$2,500, the requirement shall be purchased with the NASA IV&V Facilities Credit Card that has been issued to the RMO.

If the required item is greater than \$2,500, the RMO shall prepare and submit a Purchase Request (Reference JA WI-PON 08) and all related documentation, including, as required, a SOW, specifications, JOFOC, government cost estimate, or other descriptions of the work for the requirement.

6.7 Evaluation of Offers

The COTR or Requisitioner shall assist the Contract Specialist in the evaluation of offers (See FAR/NFS Parts 13, 14, 15, NFS Part 1871). As indicated in the FAR, evaluation and selection of offers varies upon the dollar amount of the contract. Cost and technical merit are evaluated to assure that the most qualified proposal is selected.

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6.8 Contract Administration

The COTR or Requisitioner shall perform contract administration within the scope of the COTR delegation (NFS 1842.70, JA WI-PON 07). Contract administration shall include but not be limited to the acceptance of all deliverables and ensuring that they are on time, in the correct format, and contain valid technical content (See 53.IT.0009-4, Section 6.5.1.1).

6.9 Receipt and Acceptance of Deliverable(s)

The COTR or Requisitioner upon receipt and acceptance of contract deliverable(s), shall provide the Contract Specialist with a copy of the receiving report (ARC Form 76 or equivalent).


7.0 Metrics

No metrics are required for this instruction.

8.0 Records

The following records will be generated and managed in accordance with 53.IT.0016 and reference to NPG 1441.1 NASA Records Retention Schedules.

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
Subcontractor Performance Data	ARC/Procurement Office	Destroy 3 years after year in which final payment was made.	ARC/Procurement Office
Receiving Report (ARC76 or equivalent)	ARC/Procurement Office	Destroy 3 years after year in which final payment was made	ARC/Procurement Office
Credit Card Purchases	ARC/Financial Management Division	Destroy 3 years after year in which final payment was made.	ARC/Financial Management Division
IV&V Request for Purchase (Form 1006)	IVV/RMO	Destroy after 3 years	IVV/RMO

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